

Disability Awareness Month 2003 Information Packets and Materials



no matter how you spell it

To help you plan your Disability Awareness Month activities, the Indiana Governor's Planning Council for People with Disabilities offers the following items to you **FREE** of charge. These include updated materials.

To order, simply complete and return the separate order form by **December 31, 2002**.

Again this year, camera-ready artwork will be sent to select supermarkets and utility companies throughout the state. Similarly, public service announcements (PSAs) will be distributed to all major Indiana television and radio stations, and should begin airing in March. Also, a Disability Awareness Month news release will be mailed to all daily and weekly newspapers in the state.

All Awareness Month 2003 packets are available in accessible formats and on the Council's Web site at www.state.in.us/gpcpd.

Questions concerning your order or requests for materials in an accessible format should be directed to Kim Dennison at (317) 631-6400 (voice), (317) 631-6499 (fax), or kdennison@bjmpr.com (e-mail).

Information Packets:

Arts Program

Organize a series of artistic activities for students, youth organizations, or children and teens throughout the community. This packet offers guidelines to help you plan and promote a youth art exhibit and includes a sample news release and radio PSA. Also included is a resource list of artists and performers with disabilities who present to groups. (01-AP)

Bank Receipts/Postal Indicia Campaign

Arrange to have short messages printed on utility or corporate mailing indicia, bank receipts and/or credit card billing statements. (02-UB)

Building Community Action Programs

In cooperation with the National Organization on Disability (NOD), the Indiana Governor's Planning Council for People with Disabilities offers materials to help volunteers recruit community support for NOD. Currently, Indiana has more than 100 communities participating, but many more are needed to expand the acceptance and participation of people with disabilities. Included is information on how to join this exciting campaign to enlist more NOD communities. (03-ND)

Editorial Placement

Basic guidelines provided in this packet teach you how to work with print and broadcast media. Also included is a sample letter you can use to request that a story or series of articles be included in a publication, on the radio, or on television. (04-EP)

Essay Contest

Organize an essay contest for elementary, junior high or high school students that will heighten their sensitivity to peers with disabilities. This packet includes a sample essay entry form, judging criteria, and a sample news release and radio PSA to promote your event. With this packet, you can plan your own contest or participate in the statewide contest sponsored by the United Cerebral Palsy Association of Greater Indiana. (05-EC)

Evaluation Packet

Guidelines and tips in this packet will help you evaluate the success of your Disability Awareness Month events and activities. Included is a sample evaluation form. (06-EV)

Increasing Awareness About the ADA

This packet provides information about the Americans with Disabilities Act and ideas to increase your community's awareness of the ADA through your Disability Awareness Month activities. It includes information to initiate a Yellow Card campaign in your community. Yellow Cards act as report cards for you to review and "grade" any organization or business. (07-DA)

Increasing Awareness Through Your Business

Increase awareness of people with disabilities in your place of business with the help of this packet. You will receive camera-ready artwork of this year's theme, story ideas for company newsletters, information on supported employment, tips on how to clarify your company's policies on employing people with disabilities, and a resource list. (08-BU)

Increasing Awareness in the Classroom

Designed by and for educators, this packet contains sample lesson plans, as well as a resource list to help teachers prepare their Disability Awareness Month programs. (09-CS)

Increasing Cultural Awareness and Inclusion

Promote understanding within your ethnic or disability community to create opportunities for people of color with disabilities. This packet provides a checklist to evaluate your school, organization, church or business on its sensitivity to people of color with disabilities. It also includes fact sheets on ethnic groups, a multicultural book list, articles ready for newsletter publication, and a resource list of multicultural organizations. (10-CI)

Mayoral Proclamation

Have your mayor proclaim March as Disability Awareness Month in your city/town. This packet includes advance and follow-up media announcements and a sample proclamation. (11-MP)

Mayor's Story Hour and Library Display

Work with your local library and set up a display of books addressing disability issues, and/or have your mayor read a book about children with disabilities during a story hour. Provide the library with posters and bookmarks (see "Special Items"). This packet includes a sample book list, a news release, and guidelines for evaluating children's books. (12-LD)

Media Watch

Start tracking newspaper, radio and television coverage about people with disabilities, and give reporters feedback on their portrayal of people with disabilities. This packet includes tips for writing a helpful letter to journalists, including sample texts that praise good reporting or tactfully address a reporter's negative wording. This packet also includes a brochure on using "people first" language when writing and speaking about people with disabilities, an ADA resource list, a media list and information on how to nominate a journalist for the Council's annual media award. (13-MW)

Parking Ticket

Get involved in the enforcement of accessible parking in your community. Find out how to organize a group of advocates to monitor the use of reserved spaces at business and public lots. Form a volunteer patrol in your city. This packet highlights other Indiana patrols and includes a camera-ready copy of a mock parking ticket for your organization to use. The packet also includes a copy of Indiana legislation regarding reserved parking spaces. (14-PT)

Print Media Public Service Announcement (PSA) – UPDATED

One camera-ready print PSA with this year's theme and instructions on how to place the PSA in your local daily and weekly newspapers are included in this packet. (15-PM)

Radio/TV Breakfast

Get air time for your organization and Disability Awareness Month by providing breakfast to disc-jockeys and anchors at local radio and TV stations. Included is information on what the breakfast should consist of, who should deliver the breakfast and when to plan the event. (16-RB)

Radio Public Service Announcement (PSA) – UPDATED

Included in this packet are several radio PSA scripts with this year’s theme, plus instructions on how to place the PSAs with your local station(s). (Note: The PSAs have already been sent to all major Indiana radio stations.) (17-RP)

Recognition Awards

Recognize an outstanding citizen(s) in your community who has made significant contributions with respect to disability issues. This packet offers selection criteria, two recognition certificates and a sample news release. It also offers suggestions on where to present the award. (18-RA)

Special Event – Awareness Day

Learn how to set up a special event that features simulation activities and includes exhibits that will help the public better understand the barriers that individuals with disabilities face. The instructions include a sample news release and tips on where to hold your event, who to include and how to publicize it. (19-AD)

Special Event – Legislative Forum

Organize a public forum for state and federal legislators to discuss disability issues and legislation, and listen to constituents’ concerns. The packet contains a step-by-step guide on planning the forum and sample correspondence, news releases and a radio PSA. Also included is a brochure called “The Legislative Process” to help you understand how legislation is passed and how to communicate with your legislators. (20-LF)

Special Event – Speaker

This packet offers suggestions on how to select a speaker, where to hold your event and how to publicize it. Instructions include a sample news release and PSA. (21-SP)

State Agency Programs

Organize activities for your organization or partner with another state agency to raise awareness and understanding of disability issues. Ideas such as training events, paycheck stuffers and agency newsletter stories are included in the packet. (22-SA)

Voter Participation Guide – UPDATED

Voting is one of our most basic rights. Make your opinions known by exercising this right and making an impact for people with disabilities. Information on voter registration, accessibility, mail-in/absentee options, how to organize a local campaign or legislative forum, and resources are included. (23-VP)

Working with Local Clergy

Get your place of worship involved in Disability Awareness Month. This packet provides ideas for activities and suggestions on how to work with the clergy in your area to promote awareness of people with disabilities. It also includes a resource list and artwork with this year’s theme to be used in service bulletins, as well as information about getting involved with NOD’s Accessible Congregations Campaign. (24-CL)

Volunteerism as Advocacy

Volunteering in your community is a great way to show the power of people with disabilities. This packet gives you many ideas for activities in your community. (25-VL)

Special Items:

Stickers – NEW!

Due to popular demand, stickers are available in limited quantities for the first time. Stickers feature the NEW Disability Awareness Month message and come on rolls of 100. You may request up to 5 rolls while supplies last. (26-ST)

Awareness Activities Booklet

Features instructions for more than a dozen activities that can easily be set up to help gain a partial understanding of what it is like to have a disability. Great for clubs, schools and other organizations. (27-AA)

Bookmark/Paycheck Stuffer

Carries the NEW Disability Awareness Month theme and comes with activity suggestions to help explain the theme’s message. You may request quantities up to 200 while supplies last. (28-BP)

Button

A button is a wearable way to encourage participation and increase awareness in your community. It reinforces the NEW Disability Awareness Month theme at any event, yet the timeless message can be worn year-round. While supplies last, you may order quantities up to 50. (29-BU)

**Interacting with People with Disabilities/
Power of Words Brochure**

Written for the general public, these brochures include information on how to interact and what language is appropriate when talking to or writing about a person with a disability. You may request quantities up to 200 while supplies last. (30-IW)

Poster

Artwork features the NEW Disability Awareness Month theme and comes with activity suggestions to help explain the theme’s message. You may request up to 15 posters while supplies last. (31-PO)

Television Public Service Announcement (PSA)

Enhance your Awareness Month events and presentations with a VHS copy of the NEW 30-second Awareness Month television PSA. Only one copy per order. (Note: The PSA has already been sent to all major Indiana television stations.) (32-TV)

T-shirt

Add eye-catching excitement to your Disability Awareness Month event by wearing your message. T-shirts with the NEW theme and full-color artwork can encourage awareness year-round. The orange, 100% cotton short-sleeve T-shirts are available in M, L, XL, XXL. Cost: \$15 each. (33-TS)

Coffee Mug

Celebrate Disability Awareness Month with commemorative bistro coffee mugs. Customized with the NEW theme, the mug (11 oz.) is a great gift for a staff member or someone in your community who promotes disability awareness. Cost: \$8 each. (34-MG)

*Additional quantities may be available for some items.
For questions concerning your order, please contact Kim Dennison at (317) 631-6400 (voice).*